

Chief, Management Staff

11 December 1959

Chief, Records Management Staff

Weekly Report for Week Ending 9 December 1959

1. Contributions

a. Tangible

- (1) Eight offices transferred 263 cu. ft. of inactive records to the Records Center making a total of 7,078 cu. ft. of inactive records transferred thus far during FY 60.
- (2) The Center destroyed 335 cu. ft. of records leaving 417 cu. ft. to be burned.
- (3) Completed six revised forms.
- (4) Obsoleted five forms.

b. Intangible

- (1) Assisted Legislative Counsel in retiring 4 cu. ft. of records to the Center.
- (2) The Filing Refresher Training Workshop presented to 50 RD/P employees.
- (3) The records of the President's Advisory Committee on Political Refugees were found in New York City. The CI/Staff is now handling arrangements. Project complete.
- (4) Evaluated or commented on 4 employee suggestions.

2. Assignments - Active

a. Forms

- (1) Seven new and 11 revised forms.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Dispatch Forms

Disseminated copies of the proposed form for informal coordination.

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- (4) Improved Management of Stocked Forms.
- (5) Expediting Printing of Information Reports.
- (6) Improvement of Quality of Information Reports.
- (7) Forms for RCA-501 Computer System.

b. Shelf Filing

- (1) Office of Personnel

(2)

25X1

All preliminary work has been approved. A requisition for filing equipment has been submitted to Logistics. We estimate that a 40% savings in floor space and a 50% in file space will be realized when installation is completed.

(3)

25X1

- (4) Office of Communications

c. Filing Systems

- (1) Management Staff, O&M

d. Records Control Schedules

- (1) Executive Registry

- (2) FI Staff

25X1

(3)

- (4) OCI

e. Special Projects

- (1) Revision and Reorder of Overnight Storage Boxes.
- (2) Entrance-on-Duty and Refresher Training Workshop in Filing. See 1b(2).
- (3) Physical Consolidation of Vital Materials and Records Center.

